

DNRC WATER RIGHT OWNERSHIP UPDATE

GEO
CODE: _____ - _____ - _____ - _____ - _____ - _____ - _____
 _____ - _____ - _____ - _____ - _____ - _____ - _____
 _____ - _____ - _____ - _____ - _____ - _____ - _____

PART 1 - SALE DATE

Month/Day/Year

SEE IMPORTANT INFORMATION ON THE BACK OF THIS FORM

PART 2 - Grantor/Grantee - names must be entered exactly as they appear on the transfer of ownership

Seller - Enter grantor's complete name and mailing address, including city, state and ZIP.

▶ _____

Daytime Phone # _____

Buyer - Enter grantee's complete name and assessment notice mailing address, including city, state and ZIP.

▶ _____

Daytime Phone # _____

PART 3 - Description of Property - If description is too lengthy, please attach a separate page

Legal Description: _____ Attachment ☐
Add/Sub _____ Block _____ Lot _____
County _____ City/Town _____ Section _____ Township _____ Range _____

A. WATER RIGHT(S) TO UPDATE

List all water rights which need to have ownership updated. Attach a list if additional space is needed. ☐ Attachment

▶ (W, U, A, B, or O) Statement of Claim No. _____
▶ (C) Certificate of Water Right No. _____
▶ (P) Permit to Appropriate Water No. _____
▶ (E) Exempt Existing Right No. _____
▶ (D) Powder River Basin Decreed Right No. _____
▶ Other _____

B. SELLER (person relinquishing the water right): If all seller's signatures are not available, attach a copy of the recorded instrument showing conveyance of the property from the seller to the buyer. If the seller listed is not the person identified as the water right owner in the DNRC records, attach copies of the recorded documents showing chain of title including the legal description.

Yes ☐ No ☐ Did the buyer receive 100% of the seller's interest in the water rights shown above? If no, attach a map showing buyer's property.
Yes ☐ No ☐ If the sale is on a contract for deed, does the seller want to remain listed as an owner of the water right?

Seller Signature: _____ Date: _____
Seller Signature: _____ Date: _____

C. FOR QUESTIONS or CLARIFICATION, WHO SHOULD THE DNRC CONTACT?

Name _____ Address _____ Phone # _____

D. REMARKS _____

FOR DEPARTMENT USE ONLY			WATER RIGHT TRANSFER CERTIFICATE
Fee Rec'd	Check No.	Transmittal No.	Date Rec'd
Payor			Rec'd By
Refund	Date		
Coder	RO#		
For Complete Information. See File			

Main Geocode: _____
Assessment Code Or Parcel # _____

**DEPARTMENT OF NATURAL RESOURCES AND CONSERVATION
AND MONTANA WATER COURT**

IMPORTANT INFORMATION

- ▶ Montana law requires this form be filed by the seller within 60 days after recording a change in ownership of real property which has water rights on record with the DNRC.
- ▶ Do not file this form if your only use of water is from an irrigation district, municipal system, water users association, or other public water supply.
- ▶ When the DNRC updates the ownership we will send a confirmation to the buyer and seller. DNRC will use the names and addresses as shown on the reverse side of this form.
- ▶ Water rights in Montana, including all irrigation water rights, must have a valid DNRC water right number to be of record. However, existing rights for livestock and individual domestic as opposed to municipal uses based on an instream flow or groundwater source appropriated before July 1, 1973, do not need a DNRC water right number. If the water use does not have a DNRC water right number and does not fall within the above narrow exception, then you do not have a water right. Contact the DNRC for information on how to acquire a water right.

Described below is further explanation of exempt rights or water rights which are valid without a DNRC water right number. A DNRC water right number is not required for the following if the use began:

- ▶ prior to January 1, 1962: groundwater used for individual domestic use, as opposed to municipal use;
- ▶ prior to January 1, 1962: groundwater used for stock;
- ▶ between January 1, 1962 through June 30, 1973: groundwater used for stock or domestic purpose **and** a GW1, GW2, or GW3 form is properly filed in the courthouse; or
- ▶ prior to July 1, 1973: instream surface water used for stock or domestic purposes.

If a water right does not have a DNRC number, and does not fall within the above exceptions, then there is no water right.

IF YOU HAVE QUESTIONS CALL YOUR LOCAL REGIONAL OFFICE.

BILLINGS

**Airport Business Park
1371 Rimtop Drive
Billings, MT 59105-1978
Phone: 406-247-4415**

Big Horn, Carbon, Carter, Custer, Fallon, Powder River, Prairie, Rosebud, Stillwater, Sweet Grass, Treasure, and Yellowstone Counties

BOZEMAN

**2273 Boot Hill Court, Suite 110
Bozeman, MT 59715
Phone: 406-586-3136**
Gallatin, Madison, and Park Counties

GLASGOW

**222 Sixth Street South
PO Box 1269, Glasgow, MT 59230-1269
Phone: 406-228-2561**
Daniels, Dawson, Garfield, McCone, Phillips, Richland, Roosevelt, Sheridan, Valley, and Wibaux Counties

HAVRE

**210 Sixth Ave
Havre, MT 59501-1828
Phone: 406-265-5516**
Blaine, Chouteau, Glacier, Hill, Liberty, Pondera, Teton, and Toole Counties

HELENA

**1424 Ninth Ave
PO Box 201601
Helena, MT 59620-1601
Phone: 406-444-6999**
Beaverhead, Broadwater, Deer Lodge, Jefferson, Lewis and Clark, Powell, and Silver Bow Counties

KALISPELL

**109 Cooperative Way, Suite 110
Kalispell, MT 59901-2387
Phone: 406-752-2288**
Flathead, Lake, Lincoln, and Sanders Counties

LEWISTOWN

**613 NE Main, Suite E
Lewistown, MT 59457-2020
Phone: 406-538-7459**
Cascade, Fergus, Golden Valley, Judith Basin, Meagher, Musselshell, Petroleum, and Wheatland Counties

MISSOULA

**Town & Country Shopping Center
1610 S. Third St. W., Suite 103
PO Box 5004
Missoula, MT 59806-5004
Phone: 406-721-4284**
Granite, Mineral, Missoula, and Ravalli Counties

The Montana Water Court is currently adjudicating all Statements of Claim. For the current status of the claim(s) specified on the ownership update or if you have questions for the Water Court, call 1-800-624-3270 (in state) or 406-586-4364.

<http://www.dnrc.state.mt.us/wrd/home.htm>

FILING FEE: \$50.00 for one water right and \$10.00 for each additional right up to a maximum of \$300.00.

**▶ Send the form along with the fee to:
DNRC, PO BOX 201601, HELENA, MT 59620-1601
(MAKE CHECK PAYABLE TO DNRC)**